

SICK LEAVE POLICY GUIDE

for Professional Church Workers (Clergy)

We understand that taking a medical leave can be overwhelming - here's a guide to help you.

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MONTHS 1 - 3

The congregation is responsible for continuing all your regular payments as well as paying for pulpit supply.

Important: A medical note is required for leaves longer than three weeks and should be provided to your congregation or presbytery.

If your leave continues beyond three months, a Record of Employment will be issued by your congregation at the end of the third month.

Questions? Contact:

- Your Congregation or Presbytery
- +
- The Pension and Benefits Office
pension@presbyterian.ca

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MONTHS 4 - 7

The congregation is responsible for the housing allowance or manse accommodation, and the professional church worker, if eligible, will apply to receive Employment Insurance sick benefits.

Important: During this time, if you think your leave may go beyond seven months, please contact the Pension and Benefits office directly for information on the next steps.

Questions? Contact:

- Your Congregation or Presbytery
- +
- The Pension and Benefits Office
pension@presbyterian.ca
- **Key Resource: EI Sick Leave Benefit Application**
canada.ca/en/services/benefits/ei/ei-sickness.html

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MONTH 7 - ONWARD

If you will not be able to return to your duties by the end of the seventh month, contact the Pension and Benefits office to discuss an application for long-term disability (LTD) benefits.

Important: If you choose not to make an LTD application, you must either return to work or make an employment decision.

Questions? Contact:

- The Pension and Benefits Office
pension@presbyterian.ca

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IMPORTANT THINGS TO NOTE...

The Sick Leave Policy requirements are minimum requirements. Presbyteries and congregations are free to provide beyond the policy to give compassionate consideration to the minister and the minister's family.

In order for a sick leave to take place, the following is required:

Any absence from work likely to be longer than three weeks will be accompanied by a medical note from a physician or other qualified medical practitioner certifying the inability to work. The medical note will be presented to the clerk of presbytery who will arrange for pastoral care and a motion to presbytery noting the professional church worker is placed on sick leave commencing on the start date indicated in the medical note.

(The presbytery may choose to require a medical note for shorter durations of absence).

Return to Work

In order to return to work, a subsequent medical note indicating the professional church worker is able to return to work must be presented to the clerk of presbytery. The medical note should indicate if the professional church worker is able to return to full duties and responsibilities performed prior to their sick leave; or if there should be a gradual return to work with an estimate of when they will be able to resume full duties and responsibilities; or if they are able to return to work with functional restrictions or limitations requiring accommodation.

The clerk of presbytery will arrange for a motion to presbytery that the sick leave ends on the date specified in the note.

The medical note should include the following:

- The medical practitioner's letterhead or stamp
- The employee's name
- The date the employee was seen by the medical practitioner
- The start date (understood as the first day of absence from work due to illness or injury)
- The expected duration (if known) of the absence
- The medical practitioner's signature and date signed



KEY RESOURCES

➤ **The PCC Sick Leave Policy**
presbyterian.ca/wp-content/uploads/Sick-Leave-Policy_Revised-2024-1.pdf

➤ **Employment Insurance (EI) Sick Leave Benefit Application**
canada.ca/en/services/benefits/ei/ei-sickness.html

➤ **Professional Church Worker Benefit Booklet**
presbyterian.ca/wp-content/uploads/50380-SUN-LIFE-BOOKLET-PROFESSIONAL-CHURCH-WORKERS.pdf



CONTACT INFO

For questions related to pastoral and congregational support during a sick leave, please contact:

Tim Purvis
tpurvis@presbyterian.ca
1-800-619-7301 ex. 264

For questions regarding your group benefit plan coverage, please contact:

Sun Life
mysunlife.ca
1-800--361-6212

For questions relating to long-term disability benefits and the Sick Leave Policy, please contact:

The Pension & Benefits Office
pension@presbyterian.ca
1-800-619-7301

* Please ensure you keep your Congregation or Presbytery up-to-date on the status of your leave.